

COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject

Expediting Permit Processing for Lower Income Housing Developments

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Purpose

To secure significant reductions in the time required to exercise the regulatory function with regard to housing developments to be occupied by lower income persons.

Background

In order to be designated a local housing agent entitled to review housing projects submitted to the California Housing Finance Agency (CHFA) for funding, the County of San Diego is required to have a procedure which will expedite the processing of zoning changes, use permits, building permits, environmental clearance, and any other type of permit, approval or clearance required by the County prior to construction or rehabilitation of a housing development financed by the CHFA. In addition to those funded by CHFA, other lower income housing projects are being proposed to meet pressing County needs. In order to produce such housing in the shortest possible time and to reduce development costs to the greatest extent, it is desirable to expedite permit processing of all lower income housing projects. The following procedure is adopted to meet these objectives.

Policy

It is the policy of the Board of Supervisors that: The County shall expedite the processing of permits and other clearances required by the County prior to construction or rehabilitation of a housing development to be occupied in whole or in part by lower income persons.

Procedure

1. The Director of the Department of Housing and Community Development shall certify that a proposed development will provide housing for lower income persons. This certification will be based upon a contract with a public housing agency or other legally enforceable instrument demonstrating that some or all of the units will be rented or sold to lower income persons. The Department will convey its certification to the Departments of Planning and Land Use and Public Work's.
2. The Directors of the Departments of Planning and Land Use and Public Works shall clearly tag projects that are certified for low-income housing as high priority projects that should be expedited throughout the term of the permit process.
3. Staff supervisors (Regional Planner or Lead Project Manager) shall be notified by the Department of Housing and Community Development whenever a lower income housing

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project is presented to either Department for regulatory permits or clearances. All staff assigned to those projects will be instructed to expedite them.

4. The expeditors will contact the applicant and specify all application requirements to avoid future delays due to applicant omissions.

5. The expeditors will provide assistance to the applicant whenever needed during the processing.

6. A special tag will be attached to each portion of the application or material which will:

- a. Clearly identify the project as a lower income housing project; and
- b. Indicate that such a tagged project is to be placed on the top of the list of projects to be processed at each step in the review; and
- c. Specify that the expeditors are to be notified immediately if a particular portion of the application is experiencing, or is expected to experience, any delay beyond minimum processing time.

7. The expeditors will monitor and facilitate the processing of each such project at every step in the review.

8. Whenever the normal minimum processing time is being exceeded, the expeditors will contact the appropriate person to assist in facilitating the project.

Sunset Date

This policy will be reviewed for continuance by 12-31-08.

Previous Board Action

5-17-77 (52)

6-12-79 (17)

10-30-84 (90)

10-18-88 (48)

12-8-98 (53)

3-12-2002 (10)

CAO Reference

1. Housing and Community Development